

Job Opportunity Bulletin

Post Date: 5/5/2015

Investigator

Salary Range: \$3,902 - \$6,318
Permanent, Full Time

FINAL FILING DATE: Until Filled

JOIN THE DDS TEAM!

For information about the
DEPARTMENT OF
DEVELOPMENTAL SERVICES
Please visit our website at
www.dds.ca.gov

The Department of Developmental Services' (DDS) Office of Protective Services (OPS) is currently seeking an Investigator to work in the Headquarters Office, located in Sacramento. Responsibilities include conducting criminal offender record information investigations for applicants in the Family Home Agency and Self Determination Programs. Will also conduct independent criminal, civil, and/or administrative investigations to identify violations of Federal, State, and/or local laws and facility policies. For complete duties, please refer to the duty statement on the following page.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge and experience in investigations.
- Knowledge and experience of State and Federal law.
- Knowledge of the regulations and laws pertaining to the investigation of peace officers.
- Strong analytical and writing skills.
- Knowledge of various types of developmental disabilities and have knowledge of specific commitments that allow admission to the Developmental Centers/Community Facility.
- Special Personal Characteristic: Possession of valid California driver's license.

Please refer to:

Position #473-807-8610-901

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Melissa Woodall

All applications will be screened
and only the most qualified will be
interviewed.

Applicants who are being considered for positions assigned Peace Officer status are required to meet the provisions of California Penal Code Section 832 et. seq., and complete training courses as prescribed by the Commission on Peace Officer Standards and Training (POST). A full background investigation will be completed prior to a conditional offer of employment being made.

If you are ready to be a part of our DDS team, please submit an original signed state application (STD. 678) by the final filing date. Please include the **basis of your eligibility** (*list eligibles and/or lateral transfers must meet the minimum qualifications of this classification*) and **position #473-807-8610-901** on your application. Possession of minimum qualifications (MQ's) will be verified prior to interview and/or appointment. You must include proof of eligibility and any supporting documentation with your application. If it is determined an applicant does not meet the MQ's of the classification, the applicant will not be considered and may be withheld from the eligible list. This position is subject to re-employment/SROA/surplus clearance.

CONTACT INFORMATION

Name: Melissa Woodall
Number: (916) 322-9001

Email:
melissa.woodall@dds.ca.gov



DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q
Sacramento, CA 95814

"Building Partnerships, Supporting Choices"

DUTY STATEMENT

DS 3022 (1/2015)

DEPARTMENT OF DEVELOPMENTAL SERVICES**OFFICE OF PROTECTIVE SERVICES
PROFESSIONAL STANDARDS BRANCH****DUTY STATEMENT****JOB TITLE:** INVESTIGATOR**POSITION #:** 473-807-8610-901

POSITION DESCRIPTION: Under the direct supervision of the Supervising Special Investigator I (SSI I) of the Professional Standards Branch, Office of Protective Services (OPS), the Investigator is responsible for conducting independent criminal, civil, and/or administrative investigations to identify violations of Federal, State, and/or local laws and facility policies. The Investigator is responsible for the administration of the criminal history review and exemption procedures and processes associated with the Family Home Agency (FHA) program and Self Determination Program (SDP). The Investigator completes clear, concise, and accurate reports; May conduct peace officer Internal Affairs and Background investigations for OPS staff and applicants as well as investigations based off of subsequent arrest notifications on current OPS employees.

Investigation responsibilities at range B are expected to be more complex and require a broader knowledge and application of investigative techniques and procedures. Incumbents conduct complex criminal, civil, and/or administrative investigations; serve subpoenas, inspection warrants, search warrants, and/or other official papers.

Investigators at range C may lead and/or review the work of a small group of Investigators in the performance of field operations; detect or verify suspected violations of laws, rules, regulations and facility policies; independently conduct the most difficult and complex investigations. May be assigned to conduct high profile or sensitive investigations; may participate in multi-agency investigations or assignments, and/or in an investigatory program (i.e. workgroups, focused investigations, development of a training program). Perform program or policy development.

SUPERVISION EXERCISED:

Range A - None.

Range B – None.

Range C – May serve as a lead investigator; may assist and provide guidance to other Investigators in all ranges as needed or requested.

SUPERVISION RECEIVED:

Range A: Investigators will receive close supervision and direction from the SSI I.

Range B: Investigators are expected to work independently and will receive direction and supervision from the SSI I.

Range C: Investigators are expected to work independently and will receive direction and supervision from the SSI I or Supervising Special Investigator II.

EXAMPLES OF DUTIES:

- 50% Reviews documents, evidence and other associated material relating to assigned cases regarding allegations of criminal and administrative violations including but not limited to: allegations of abuse, neglect, death, missing persons, injuries, workplace violence, assault, fraud, embezzlement and criminal history; Obtains victim, witness and suspect statements through interviews and interrogations; Identifies, reviews, and collects evidence; Prepares detailed and thorough investigative reports with findings supported by the entire investigative process, for administrative action or criminal prosecution. May oversee a group of investigators and/or assist other investigators as needed. Tracks and monitors investigation statuses using database and maintains files.
- 30% Reviews and appropriately interprets Criminal Offender Record Information (CORI) reports issued by the Department of Justice relative to arrest and conviction information on FHA/SDP applicants to detect or verify suspected violations of provisions of laws, rules, or regulations. Analyzes and correctly identifies California Penal Code or other criminal codes and summarizes violation information to be reviewed and discussed during the FHA/SDP applicant appeal review process.
- 10% Provides consultation, technical assistance, and/or information regarding law and interpretation of applicable law enforcement codes and regulation to departmental staff assigned to process the FHA/SDP background checks. Ensures compliance with laws and federal regulations pursuant to requirements or providing service provider qualification checks to include criminal background checks. Responds to inquiries from the 21 Regional Centers related to background check services and regulatory requirements. Consults with DDS Office of Legal Affairs (OLA) regarding the FHA/SDP process as well as FHA/SDP appeals. May appear as a witness in court or administrative hearings on behalf of DDS and OLA as required.
- 10% Develops and maintains strong networking and resources through open and positive communication and cooperation with outside law enforcement agencies, other state and federal agencies, and the District Attorney's Office.

WORKING CONDITIONS:

Must have the ability to work in an office environment in either a cubical or office and must have the ability to work on a computer or laptop and other office equipment and business machines. This position may require travel on an intermittent basis. The Investigator must be able to drive an automobile or travel by other modes of transportation to conduct investigative activities; must have the ability to work irregular hours and work overtime when approved.

This position is assigned Peace Officer status and must meet the provisions of section 830.3(v) of the California Penal Code, which requires the successful completion of a full background investigation prior to appointment, including medical and psychological evaluations.

DESIRABLE QUALIFICATIONS:

Knowledge of: Investigation techniques and procedures for conducting criminal and administrative investigations; collection and preservation of evidence; laws of arrest; search and seizure; and interviewing techniques for both criminal and administrative investigations. Knowledge of various types of developmental disabilities and a working knowledge regarding alternative communication methods with persons with developmental and/ or intellectual disabilities. Have knowledge of specific commitments that allow admission to the Developmental Centers/Community Facility.

Ability to: Prepare written investigative reports that are clear, concise, accurate, and are completed in a timely manner. Gather and analyze facts and evidence; reason logically; draw valid conclusions; communicate effectively; follow written and oral instructions. Use and identify crimes using codes, including but not limited to the California Penal Code, Health and Safety Code, Welfare and Institutions Code, Government Code, the California Code of Regulations, and be able to identify and use facility policy manuals. be professional, diplomatic, and remain calm in emergency situations; make a physical arrest if necessary and be able to perform these duties while being unarmed.

Completion of the POST Regular Basic Course or POST Specialized Investigation Basic Course.

Possess and maintain a valid California Defensive Driving Card.

Possess and maintain a valid Cardiopulmonary Resuscitation (CPR) card.

REQUIRED CERTIFICATION OR LICENSE:

Applicants who are being considered for positions assigned Peace Officer status are required to meet the provisions of California Penal Code Section 832 et. seq., and complete training courses as prescribed by the Commission on Peace Officer Standards and Training (POST).

SPECIAL PERSONAL CHARACTERISTIC:

Possess and maintain valid driver license of the appropriate class issued by the California Department of Motor Vehicles.